

## **Academic Library Survey Training – September 11, 2000**

### **Report**

[Copied from e-mail of 10/4/00]

- A. News/Alerts
- B. Problems noted and changes to be made
- C. Clarifications made on September 11th.

Before summarizing points, I want to repeat my thanks to those who came and express my regret for your travel trouble. Messages to the list indicated that you liked the meeting and accepted the travel troubles with good humor. I am glad for both.

#### A. News and Alerts

##### 1. Mailing to Library Directors.

The materials behind Tab 6 in the notebook were mailed to 4,678 library directors in August. The mailing was done by adding the title "Library Director" to institutional addresses in the IPEDS database. To find out which institutions in your state got that mailing, you should:

- a. Register as an LR
- b. Go to the "Institution Reporting Status" screen and select "Generate" with no criteria. If you have reason to believe that the mailing did not reach a particular director please ask him/her to send E-mail to [aclib@census.gov](mailto:aclib@census.gov). The materials will be sent electronically.

##### 2. Registration status.

As of Monday, September 18, the following had registered:

- a. Library Representatives: 23 states
- b. Key holders: 943 libraries

##### 3. Registration Requirements

As the numbers given above indicate, this is going well. However, two difficulties have occurred that may come to your attention:

- a. Because the fourth paragraph in the letter to the Library Director asks him/her to notify Ebonie Stinnette of the Key Holder's name, some have assumed that Census would register the Key Holder. That is not true. Each Key Holder must register him/herself.
- b. The URL for registration is given on the certificate that bears the password. That URL is <http://surveys.nces.ed.gov/library/als/>. Do NOT use other URLs to register.

##### 4. Registration downtime.

>From October 12-15, the registration module will be closed to enable UNISYS to set up the data collection module. It will open again on October 16th. A message to that effect will be posted on the registration page.

##### 5. Census Staff Changes.

The contact page behind Tab 13 shows Ebonie Stinnette at Census. She is leaving soon. Pat Garner will replace her temporarily.

#### 6. Peer Search Tool.

The peer search tool described behind Tab 14 will be available in late October 2000 using data from 1998 ALS. A message will be posted to this list as soon as the Peer Search Tool is available.

#### 7. 1998 ALS Results.

By the end of December 2000, the following files will be posted:

- 1998 ALS summary data (EDTABS)
- 1998 ALS data files

A message will be posted to the list as each file becomes available.

#### 8. LR List

Following a suggestion on September 11th, the list will be posted soon on the ALA/ORS web page and a notification will be sent to this list.

#### B. Problems noted/changes to be made

1. Instructions for lines 60b will be changed by replacing "institution" with "library" to read: "If you selected 'Y' to 60a, indicate here if your library does not offer services to distance education students."

#### 2. Locking data.

Currently the "lock data" instruction is on the Navigation Bar at the left side of the screens (under Tools). Several suggestions were made for changing the location of this instruction to make it more prominent but the programming cost would be too high at this point. If you have the opportunity please remind key holders to lock their data when they finish data entry.

#### 3. Viewing 1998 data.

This can be done on any page by choosing "Select Survey ID" under the Tools heading. This navigation link was added to the Tools list after the screen shown in the workshop notebook was printed.

#### C. Clarification

1. Who is a coordinator? You are! For many years the IPEDS system has relied upon a network of "IPEDS State Coordinators." These people usually work for the state higher education agency and manage the IPEDS surveys in a state. When ALA helped NCES set up a network of people in the library community to help with the Academic Library Survey, we started to use the term "library representative" (LR) and still do. However, when the term "coordinator" is used in the workshop materials it usually refers to the LR. The only time it refers to someone else is when the IPEDS coordinator has asked NCES for viewing or locking privileges for a state or group of institutions. This does not happen

often. Pat Garner will soon post to this group a list of all the requests to date. If any more come to NCES, the respective LR will be notified.

## 2. Items & Instructions

### a. Part D. Collections.

Electronic serials are NOT to be counted in 2000. For the reasoning behind that decision see [http://www.ala.org/alaorg/ors/als\\_2000changes.html](http://www.ala.org/alaorg/ors/als_2000changes.html).

### b. Part G. Electronic Services.

Lines 63 and 64. Say "yes" if the funding comes from the state even if the state uses federal funds.

## 3. Reporting Status Categories

The fourth page in the section of the notebook on "Status and Summary Reports & Broadcast E-mail Web Screens" shows nine status categories. Here is what they mean:

Inactive (not registered) = the total number of institutions in your state invited, minus those who have registered

User Level Inactive (registered) = the number who have registered but have not entered any data yet.

User level Partial (registered active) = the number who have registered and started entering data.

Coordinator Level Inactive (registered) = the number of institutions whose data will be input only be a coordinator, but the coordinator has registered. In most cases, this will always be zero.

Coordinator Level Partial (registered active) = the number of institutions whose data have been locked and are awaiting a coordinator lock, if applicable.

Complete = number who have entered all data, resolved all edits, and locked data (including any locks by coordinators). At this point Census will review any "Remarks" to look for possible problems.

Migrate = number of institutions whose data are now included in the peer search tool.

Ineligible = number of institutions who answered "No" to one or more of the questions on the "Survey Eligibility" screen

Inactive child = number of institutions whose library data are reported by another institution. This coding is based on what was done in 1998. If things have changed, the library should contact the Help Desk at Census

#### 4. E-mail list link.

On Tuesday, September 12th, T.J. Lusker sent a message to the list noting that she was ready to send a message to her state list of libraries but could not find the "E-mail list link." TJ's message never got to the entire list because of a problem with the list set-up at ALA. But I saw it, as a list owner, and sent it to Jeff Williams. Jeff sent it to Doug Green (UNISYS) who apologized for neglecting to warn us that the E-mail function will not be visible until October 16th. At that point, you will have access to current E-mail addresses of key holders who have registered. If an institution has not registered and Census has the E-mail of the person who reported in 1998, you will have that old E-mail address.

#### 5. Separation from IPEDS.

As you know the ALS is no longer part of the package of questionnaires known as IPEDS. This is of concern to some LR's as it seems to imply a lower status for the ALS.

That may or may not be true but here are a few facts:

- There have always been penalties (on paper) if an institution did not complete the IPEDS questionnaire (e.g., fine, loss of federal aid).
- For 2000, the Department of Education plans to enforce those penalties.
- Once that plan was known, the higher education associations asked NCES to reduce the reporting burden by reducing the amount of "mandatory" data.
- As a result the IPEDS package was extensively revised and many items were dropped entirely. ALS was kept but as a separate survey.

#### 6. Downloading your state's data

ALS data can be downloaded to your own spreadsheet or database software. BUT several steps are required. Mark Hampton, the LR from Virginia, assured the group that it is very easy to do and promised to post step-by-step instructions to this list. Thank you, Mark.

Please let me know ASAP if you think I missed anything or misinterpreted anything.  
Thanks.

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